

JOB TITLE: Library Associate

LIB/3

DEPARTMENT: Library, Rutherford County

JOB SUMMARY: This position is responsible for performing work in one or more of the following areas: children's programming, finance, cataloging, and circulation/reference.

MAJOR DUTIES: An incumbent in this position will perform some of the following duties.

- o Manages the circulation/reference desk; checks out books and other materials; registers new library patrons; collects fines; answers telephone; provides patron assistance.
- o Serves as Library Director in absence of same.
- o Assists with the preparation of the annual budget.
- o Organizes and maintains periodicals section.
- o Process interlibrary loan requests.
- o Takes inventory of all library items using Percon inventory scanner; creates inventory reports.
- o Orders, unloads, sorts and organizes tax forms.
- o Plans, conducts, and evaluates children's programs.
- o Plans, conducts, and evaluates summer reading programs.
- o Serves as summer reading coordinator for all county libraries.
- o Maintains and develops children's book collection.
- o Publicizes children's programs.
- o Oversees the daily financial management of the library.
- o Makes bank deposits.
- o Orders supplies and materials.
- o Opens and distributes mail.
- o Prepares monthly financial report.

- o Maintains master staff schedule.
- o Catalogs new acquisitions.
- o Removes items from circulation.
- o Assists in assembling new computers.
- o Assists with collection development in county libraries.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of the Dewey Decimal and Library of Congress cataloging systems.
- o Knowledge of the library's collections and materials.
- o Knowledge of reference resources, including computer-based systems.
- o Knowledge of library policies and procedures.
- o Skill in operating a personal computer and utilizing a variety of software.
- o Skill in performing basic mathematical calculations.
- o Skill in operating a copier, microform reader, postage meter, facsimile machine, and barcode scanner.
- o Skill in dealing with the public.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The County Library Director assigns work in terms of general instructions. Completed work is spot-checked for accuracy, compliance with procedures, and the nature and propriety of the final results.

GUIDELINES: Guidelines include standard library practices, Internet protocols, library policies and procedures, relevant state laws, and vendor procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

**COMPLEXITY:** The work consists of related technical duties in support of the county library system. The need for accuracy and attention to detail and vague patron requests contribute to the complexity of the work.

**SCOPE AND EFFECT:** The purpose of this position is to provide library services to patrons. Successful performance contributes to the effective and efficient use of library services and fosters a positive image of the library.

**PERSONAL CONTACTS:** Contacts are typically with other library employees, librarians from other libraries, vendors, and the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information, resolve problems, and provide services.

**PHYSICAL DEMANDS:** The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee occasionally lifts light and heavy objects and uses equipment requiring a high degree of dexterity.

**WORK ENVIRONMENT:** The work is typically performed in a library.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position has direct supervision over Library Assistant II (2), and Library Assistant I (2).

**MINIMUM QUALIFICATIONS:**

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school degree.
- o Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.